

Waste Materials Requiring Separate Tracking and Reporting

Operator required to record origin and tons for:

- **Potential beneficial reuse materials (for ADC, AIC or other beneficial reuse) by material type**
- **Disaster wastes**
- **C&D/inert debris**

Self hauler approaching a Materials Recovery Facility with a full load of waste.



1

Some loads delivered to the station may contain wastes that may be reused and not disposed or that may be excluded from counting in a city's or county's disposal amounts. These materials may be received in separate loads or separated into specific material types after processing. Tracking these loads can assist a city or county in achieving a higher diversion rate.

Facilities must record the tons by city or county of origin for ALL loads of each of the following waste types:

- waste with potential for beneficial reuse as alternative daily cover, alternative intermediate cover, or for other on-site beneficial reuse (by waste material type)
- disaster wastes
- and C&D/inert debris.

ADC/AIC Material Types

- **Geosynthetic Fabric/Panel Products (Blankets)**
- **Processed Green Material**
- **Sludge and Sludge-Derived Materials**
- **Treated Auto Shredder Waste**
- **Contaminated Sediment**
- **Compost Materials**
- **Construction & Demolition Wastes/Materials**
- **Shredded Tires**

For more information:

www.ciwmb.ca.gov/regulations/title27/ch3sb4a.htm#Article2

2

This slide lists ADC/AIC material types that are in accordance with the Daily and Intermediate Cover regulations (Title 27, California Code of Regulations, sections 20690 and 20700). For more information, please visit the Permitting and Enforcement website available at www.ciwmb.ca.gov/regulations/title27/ch3sb4a.htm#Article2.

On-site Beneficial Reuse



This picture shows grass and tree clippings, also known as green waste being used as cover at the landfill.

3

This slide shows grass and tree clippings, also known as processed green material, which is being used at a landfill as alternative cover material.

Separate tracking and reporting is required for waste loads received that might be used for Alternative Daily Cover (ADC) or Alternative Intermediate Cover (AIC) or for other beneficial reuse purposes. Cities and counties can get diversion credit for on-site beneficial reuse materials, so it is important to know which cities and counties the waste came from.

All loads of waste received at transfer stations that might be used for beneficial reuse purposes (and not be disposed) must be tracked by material type and by the city or county they came from each quarter, so that the facility disposal report preparer can include the required information in the quarterly reports to landfills and transformation facilities, and to counties.

Typically, landfill operators separate these materials as they are received and store them to use for various purposes as needed. Materials that are removed from material stockpiles and used during the quarter for on-site beneficial reuse purposes are to be allocated to cities/counties using a reasonable estimation method.

Some stockpiled materials may need to be disposed if the facility receives more material than it can use, or if contaminants are found. These disposed amounts would need to be allocated to cities and counties using a reasonable estimation method.

Receiving facilities need information from stations on where these reuse materials are from.

Disaster Waste



This picture shows two men in hard hats at the scene of an apartment complex that was heavily damaged by an earthquake.

4

Documented disaster waste tonnage resulting from earthquakes, fires or other natural catastrophes may be excluded from cities' and counties' disposal tons, if the disaster has been declared a federal, state or local disaster.

In order for cities and counties to do so, the material must be tracked by the city or county it comes from.

Receiving facilities need information from stations on where these disaster waste materials are from.

Operator Requirements for Quarterly Reporting

Each quarter, an operator:

- Tracks **tons and origin of waste during the survey period**
- Summarizes **waste tonnage and origin information**
- Reports **city/county allocations to receiving facilities**
- Sends **quarterly notification report to county**
- Sends **quarterly export reports to county (if applicable)**

5

A facility is required to track data during the appropriate survey period.

At non-rural facilities:

- Tons and where waste is from must be tracked daily for compacted loads and uncompacted loads greater than 12 cubic yards.
- Tons and where waste is from must be tracked at least one week per quarter for uncompacted loads of 12 cubic yards or less.

At rural facilities:

- Tons must be tracked daily for compacted loads and uncompacted loads greater than 12 cubic yards.
- Tons of uncompacted loads of 12 cubic yards or less and where waste is from must be tracked at least one week per quarter for all loads.

The facility's report preparer or other staff summarizes quarterly survey data to determine:

- The total tons sent to each facility
- The city and county allocation percentages for waste sent to each receiving facility

The quarterly information is reported to each receiving facility.

A quarterly notification report is sent to the county agency where the facility is located.

And if waste received at a station is exported out of state, the operator must report to the host county and to affected jurisdictions (upon request) the exported tons allocated to each city and county.

Quarterly Information to Other Transfer Station Operators

- **Must send quarterly information on where waste is from if waste is sent to other permitted transfer stations**
- **Quarterly information due by:**
 - April 30 for the 1st quarter**
 - July 31 for the 2nd quarter**
 - October 31 for the 3rd quarter**
 - January 31 for the 4th quarter**

6

As a transfer station operator, you must provide other transfer station operators with quarterly information on where waste is from if waste is sent to other permitted transfer stations.

The quarterly reports are due by:

April 30 for 1st quarter

July 31 for 2nd quarter

October 31 for 3rd quarter

January 31 for 4th quarter

Quarterly Information to Landfill/ Waste-to-Energy Operators

- **Must send quarterly information if waste is sent to a permitted landfill or waste-to-energy facility**
- **Quarterly information due by:**
 - May 15 for the 1st quarter**
 - August 15 for the 2nd quarter**
 - November 15 for the 3rd quarter**
 - February 15 for the 4th quarter**

7

You must send quarterly information on where waste is from to a permitted landfill or waste-to-energy facility if you send waste to that disposal facility.

Quarterly information is due by:

May 15 for the 1st quarter

August 15 for the 2nd quarter

November 15 for the 3rd quarter

February 15 for the 4th quarter

Quarterly Notification and Export Reports to Agencies

- **Must send quarterly information to the county where the station is located, and to jurisdiction(s) as requested**
- **Quarterly information due by:**
 - June 15 for the first quarter**
 - September 15 for the second quarter**
 - December 15 for the third quarter**
 - March 15 for the fourth quarter**

8

The operator must report quarterly information to the county where the facility is located and to jurisdictions, upon request, by:

June 15 for the 1st quarter

September 15 for the 2nd quarter

December 15 for the 3rd quarter

March 15 for the 4th quarter

Transfer Station Quarterly Notification

- **Report the total tons received by the transfer station**
- **Identify each facility the transfer station sent waste to and the total estimated tons sent to each receiving facility**
- **Report the tons of waste sent off-site for reuse, recycling, or composting**

9

A transfer station's quarterly notification must include:

- The total tons of waste received at the transfer station,
- The name and Solid Waste Information System (SWIS) number of each solid waste facility the transfer station sent waste to,
- The total tons sent off-site for reuse, recycling, or composting

Transfer Station Quarterly Notification (contd.)

- **Report the percentage of tons assigned to each city and county**
- **Report the tons of potential beneficial reuse sent to landfills, by material type and assigned to each city and county**
- **Report on the method used to determine origin of waste**

10

The quarterly notification also must include:

- The percent of waste sent to each solid waste facility, assigned to each city or county of origin. You may determine the percent of waste assigned to each city and county based on the total amount of waste received from each jurisdiction, the total amount of waste from each city and county after processing, or another reasonable method.
- The amount of waste by material type from each city and county that was sent to landfills and identified by the landfill operator as material that can potentially be beneficially reused, (typical material types = green waste, C&D, etc.) and
- A brief description of the method used to determine where waste is from.

Annual Methods Report Content

- **Facility information**
- **Volumetric conversion factors used for each vehicle/trailer type and methods used to determine factors**
- **Frequency of origin surveys**
- **Percent of annual waste assigned to city or county based on:**
 - Survey period data
 - Volumetric conversion factors
- **Method to determine origin of waste**
- **Method to verify origin, if applicable**

11

An annual methods report is due with the fourth quarter report to the county by March 15 for the previous year. The report content on DRS methods used at a station includes:

Facility information

Volumetric conversion factors used for each vehicle/trailer type and method(s) used to determine factor(s).

Frequency of origin surveys

Percent of total waste assigned to cities/counties based on origin information obtained during the survey period.

Percent of total waste assigned based on volumetric conversion factors. This is the total amount of waste assigned to all cities and counties that was based on volumetric conversion factors.

Methods used to determine where the waste is from.

Methods used to determine if the information on where the waste is from is correct, if your facility verifies the information provided by haulers.

Annual Methods Report Content (contd.)

- **Restrictions on cities or counties that may use the station**
- **Differences in facility tipping fees**
- **Computer programs or methods used to track waste origin**
- **Methods used to track C&D and disaster waste**

12

Also the annual report includes information on:

Restrictions on cities or counties that may use the station, if applicable;

Differences in tipping fees based on which cities or counties loads of waste are from, if applicable. Please note if your facility charges different rates for residents and non-residents;

Computer programs or methods used to track waste origin; and

Methods used to track C&D & disaster waste

For additional information on Annual Methods reporting, access the CIWMB's website at: <http://www.ciwmb.ca.gov/RuleArchive/2004/FormE177/FinalTxt.doc>.

Disposal Report Records

- **Must be kept for 3 years**
- **Documentation to verify city and county allocations, for example:**
 - Route/billing information (from hauling company)**
 - Multi-part tickets**
 - Electronic data files**

13

A station must maintain disposal records for a minimum of three years.

Documentation must be maintained that verifies waste allocations to each city and county.

For example, a station might have route or billing information received from the hauling company

and/or copies of multi-part tickets

and/or electronic data files.

Records Inspection/Review

- **Stations must allow representatives of cities and counties, other operators, their LEA, and CIWMB to inspect records**
- **Haulers, operators, and jurisdictions can only inspect records relating to their own operations**
- **Station operators must respond to written requests within 10 days**
 - No more than 14 additional days (if necessary)**
 - Fees may be charged to cover cost of copies**
 - Station may request CIWMB to determine proprietary information review**

14

When an authorized representative—city, county, operator, or the CIWMB, requests to inspect records, the station must make records available for inspection. Haulers and operators are allowed access only to the records relating to their own operations. The Local Enforcement Agency may also review a transfer station's disposal reporting system records as part of the facility's state minimum standards as set in Title 14 of the California Code of Regulations, section 17414.

The station has to respond to a request to review records within 10 days. If more time is needed to make the records available, the station has up to 14 additional days to do this, unless the requestor agrees to a longer time period. The same time frames apply to when copies of records are requested. The charge for copying records may not exceed ten cents per page, unless local ordinances require a higher fee.

If the station believes the request includes confidential or proprietary information, then the CIWMB should be informed. The CIWMB will then determine which records or parts of the records may be inspected.

Requests for clarification regarding records must be specific and in writing. For example, a jurisdiction might send a letter requesting documentation on disaster waste loads that the station allocated to the jurisdiction for the 6 months following the disaster. The station must respond to such a request within 10 days.

Areas of Potential Compliance Issues

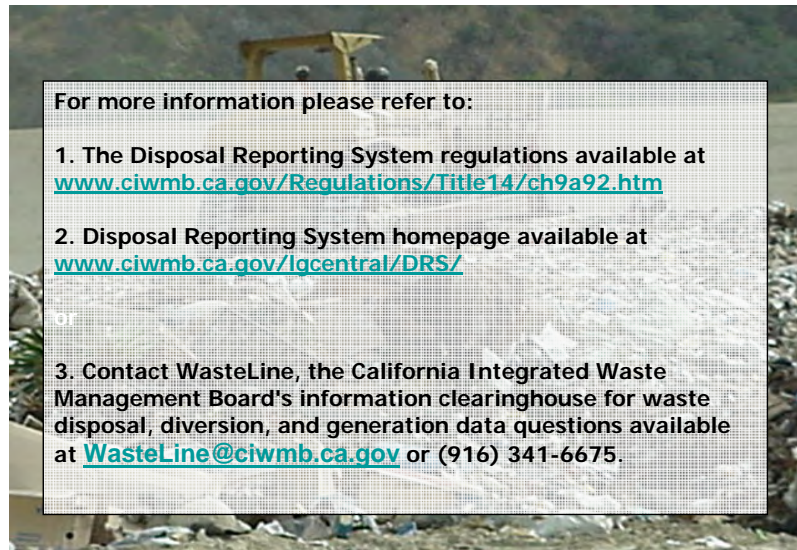
- **Record keeping**
- **Access to records**
- **Origin information**
- **Export information**
- **Information not submitted (or not submitted in timely manner)**

15

The previous slides of this training module have covered the basic requirements for transfer stations and materials recovery facilities. In the event the requirements are not met, a facility is out of compliance with the DRS regulations. Types of DRS compliance issues that could arise include:

1. Insufficient record keeping: Failure to keep records and maintain them for three years is a potential compliance issue.
2. Inadequate access to records for inspection: Without access to the data in the disposal records, the affected parties would not be able to investigate the accuracy of the disposal information.
3. Inaccurate information on where the waste is from: Information on where the waste is from must be used by cities and unincorporated counties to determine their diversion rate compliance with the law. For example, failure to provide export information may lead to inaccurate waste disposal information.
4. Information that is necessary to assess accuracy of the origin information must be submitted in a timely manner. Failure to do so could lead to inaccuracies in the data.

California Integrated Waste Management Board



For more information please refer to:

1. The Disposal Reporting System regulations available at www.ciwmb.ca.gov/Regulations/Title14/ch9a92.htm
2. Disposal Reporting System homepage available at www.ciwmb.ca.gov/lgcentral/DRS/ or
3. Contact WasteLine, the California Integrated Waste Management Board's information clearinghouse for waste disposal, diversion, and generation data questions available at WasteLine@ciwmb.ca.gov or (916) 341-6675.

The background picture shows a landfill with a bulldozer moving waste.

16

This concludes the transfer station training module. Thank you for your participation.

For more information please refer to:

- 1) The Disposal Reporting System regulations available at <http://www.ciwmb.ca.gov/Regulations/Title14/ch9a92.htm>,
- 2) Disposal Reporting System homepage available at <http://www.ciwmb.ca.gov/lgcentral/DRS/> or
- 3) Contact WasteLine, the California Integrated Waste Management Board's information clearinghouse for waste disposal, diversion, and generation data questions available at WasteLine@ciwmb.ca.gov or (916) 341-6675.